

Part V, DA Form 67-9-1a. The rater will also have the rated officer date and initial Part V, DA Form 67-9-1a and Part III, DA Form 67-9-1. Finally, the rater is responsible for forwarding the DA Form 67-9-1 to obtain the senior rater's initials at Part III. (NOTE: The DA Form 67-9-1a is not forwarded to the intermediate or senior rater.)

f. At the end of a subordinate LT/WO1's rating period, the rater will use the DA Form 67-9-1a in conjunction with the completed DA Form 67-9-1 as input for the rater's portion of the OER.

3-13. Intermediate Rater Responsibilities

The intermediate rater will assist the senior rater in monitoring rater compliance with JODSF requirements, as needed. Additionally, the intermediate rater will provide assistance and advice to the rater in carrying out the developmental responsibilities inherent in the JODSF program.

3-14. Senior Rater Responsibilities

a. The senior rater has overall responsibility for the professional development of junior officers in his/her rating chain. As such, the senior rater's role is key to the success of the Junior Officer Development Support Form program. He/she must create and sustain a command climate that fosters active and open communication.

b. The senior rater will ensure his/her raters and rated officers understand and comply with the requirements of the Junior Officer Developmental support form program. The senior rater reviews and approves the initial Developmental Action Plan (DA Form 67-9-1a, Part III) and then enters his/her initials in Part IV of the DA Form 67-9-1a. Additionally the senior rater uses the support form (DA Form 67-9-1-Part III) to track required follow up counseling.

Section IV

DA Form 67-9 (Officer Evaluation Report) (OER)

3-15. Purpose and Use

a. See figures 3-5 and 3-6 for samples of completed forms.

b. DA Form 67-9 (OER) is used by rating chain members to provide DA with performance and potential assessments of each rated officer.

c. DA Form 67-9 also provides evaluation information for use by successive members of the rating chain, emphasizes and reinforces professionalism, and supports the specialty focus of OPMS.

3-16. Part I, Administrative Data

a. Part I is for administrative data and for identifying the rated officer, the period of the report, and the reason for submitting the report.

b. Part I is completed by the servicing PSB or administrative office.

c. The following is an explanation for use in computing the rating period, nonrated periods, and the number of rated months.

(1) The "Period Covered" (Part Ii on DA Form 67-9) is the period extending from the day after the "Thru" date of the last report to the date of the event causing the report to be written. The rating period is that period within the "Period Covered" during which the rated officer serves in the same position under the same rater who is writing the report. The "Period Covered" and the rating period always end on the same date (the "Thru" date of the OER or Academic Evaluation Report (AER)). However, the beginning date of the rating period may not be the same as that of the "Period Covered" (the "From" date). For example, an officer departs on PCS on 1 July and is given a change-of-duty report with a "Thru" date of 30 June. After 5 days in travel and 20 days on leave, the officer reports for duty in his or her new unit on 26 July. Then on 1 November the officer changes duty and is given a change-of-duty report. The "Period Covered" on this report would be 1 July ("From") to 31 Oct ("Thru"); however, the rating period would be from 26 July to 31 October. (The entry for block k would be code I)

(2) Nonrated periods are determined by the status of the rated

officer. There are three distinct types of nonrated periods. They are described below and in Table 3-1.

(a) Periods, regardless of the number of days, between the date an officer departs one duty position and begins performance in a new duty position. In the example in (1) above, 1 July to 25 July would be a nonrated period.

(b) Periods, regardless of the number of days, spent performing in a duty position during which the rated officer or the rater does not meet the minimum time requirements for a report to be rendered. This includes periods spent at school for which an academic evaluation report is not required. In the example in (1) above, had the rated officer changed duty on 1 October rather than 1 November, the Period 26 July to 30 September would also be nonrated. (Then the nonrated code for block k would be Q)

(c) Periods totaling 30 or more consecutive days that occur during the rating period and that are spent in one or more of the following ways:

1. Ordinary leave.

2. AWOL.

3. In the hospital.

4. Convalescence leave.

5. In confinement.

6. Under arrest.

7. On permissive TDY.

8. On temporary duty (TDY) or special duty (SD) serving as a member of a DA Selection Board or a court-martial.

9. On TDY or SD attending a course of instruction scheduled for less than 60 calendar days.

10. Attendance at Combined Arms Service and Staff School (CAS3).

Note. With the exception of CAS3, attendance at a career progression course of any length and at other courses more than 60 days in length is rated on an academic evaluation report in accordance with AR 623-1.

(d) All periods of TDY or SD other than those mentioned in 9 and 10 above are rated periods. (See Table 3-2)

(3) To determine if the rated officer has the number of days needed for a report, determine the rating period. That is, count the number of calendar days the rated officer has served under his or her present rater in his or her present duty position since the beginning of the rating period. Deduct from this total all nonrated periods of the type described in (2)(c) above. Do not count nonrated periods that occurred prior to the rating period covered. If the resulting number of days is equal to or greater than the minimum number of days needed for a report, a report may be submitted.

(4) The number of rated months (Part Ij, DA Form 67-9) is computed by dividing the basic rating period ((3) above) by 30. Do not use the "Period Covered" by the report. If 15 or more days are left after dividing by 30, they will be counted as a whole month. (For example, 130 days is 4 months and 10 days and is entered as 4 months; 140 days is 4 months and 20 days and is entered as 5 months.)

d. With the exception of Part II, m and n, all of the following blocks must be completed before sending the report to the rated officer for authentication.

(1) Part Ia and b. Self-explanatory. Name will be capitalized.

(2) Part Ic. Enter authorized abbreviation (e.g., CPT, LTC). If the rated officer has been selected for promotion and is serving in an authorized position for the grade to which he or she is to be promoted, enter a "P" next to his or her current grade (e.g., CPTP, LTCP). If the rated officer is not assigned to a position authorized the higher grade, do not use the "P". (para 2-4c and 3-17c(1)). The "P" indicator will also be used with warrant officer grades. If the rated officer has been frocked to a higher grade and is serving in the authorized position for the grade to which he or she has been frocked, enter the frocked grade. If the rated officer has been frocked to a higher grade and is not yet serving in an authorized position requiring the higher grade enter the lower grade.

(3) Part Id. Enter the date of rank for grade, using 4-digit year format (i.e., 19980730), in which serving as of the "Thru" date of the report. If the rated officer has been frocked to a higher grade

and is serving in an authorized position for the grade to which he or she has been frocked, enter the effective date of the frocking. If the rated officer has been frocked to a higher grade and is not yet serving in an authorized position requiring the higher grade, enter the date of rank of the lower grade.

(4) Part Ie. Enter basic branch abbreviation. For general officers (less AMEDD) enter GO.

(5) Part If. Enter specialty codes which identify the commissioned officer's designated specialties and enter PMOS for warrant officers. For special branch officers, enter the officer's primary area of concentration. For general officers, enter OOB.

(6) Part Ig. Self-explanatory.

(7) Part Ih. Enter the code and reason for which the report is being submitted. These codes are in Table 3-3.

(8) Part Ii. "From" date is the day following the last day ("Thru") in the preceding report. The "Thru" date is the date of the event that is the reason for the report except for change of duty and change of rater reports. The "Thru" date on change of duty and change of rater reports will be the day before the change. For rated officers signing out on transition leave, the "Thru" date will be the date prior to the date that transition leave begins. Use 4-digit year format (i.e., 19971015)

(9) Part Ij. Enter the number of rated months. (See c(4) above)

(10) Part Ik. Enter the code(s) which apply for rated officer's nonrated time. These codes are in Table 3-4.

(11) Part Il. Indicate the total number of enclosures. If there are no enclosures enter "0".

(12) Part Im. Check box indicating disposition of rated officer's copy of the report.

(13) Part In. Enter the initials of the senior rater's military personnel officer (PSB, S1 or Administrative Officer) before forwarding the OER to HQDA.

(14) Part Io. Enter code for the rated officer's MACOM. (See Table 3-5)

(15) Part Ip. Enter four character alphanumeric PSB code of the rated officer's servicing PSB; or for ARNG officers, two digit STATE MILPO CODE.

3-17. Part II, Authentication

a. Part II is for authentication by the rated officer and rating officials after they have completed their portion(s) of the form at the end of the rating period.

b. Part II is completed by entering the names, SSNs, ranks, and positions of the rating officials. The senior rater's organization, telephone number and email address will also be entered.

c. Detailed instructions for this part are as follows:

(1) Prior to initiating the report, the Bn S1 or administrative office will ensure that data identifying the rating officials are accurate and duty assignment entries reflect position titles. All grade entries will be the current (as of the "Thru" date) grades with a "P" added, only if he or she is in an authorized position for the grade to which he or she is to be promoted. Rating officials who have been frocked to a higher grade and are serving in an authorized position for which he or she has been frocked will enter the frocked grade.

(2) For rating officials who are members of other services, in addition to their rank, enter their branch of service (i.e., USN, USAF, USMC) in the "Branch" block in Part Iic. For example, a US Navy Captain would be entered as CAPT in the rank block and USN in the branch block. For civil service senior raters, enter the pay grade, GS-(13-16). For members of the Senior Executive Service, "SES" will be entered in lieu of a grade.

(3) The rater enters the most recent Army Physical Fitness Test (APFT) performance and height and weight data as of the "Thru" date of the report (see para 3-19.1 for instructions). The rated officer should sign and date the report after its completion and signature by all rating officials in the rating chain. The rated officer's signature verifies the accuracy of the administrative data in Part I (except block m), the rating officials in Part II, the APFT and height and weight data in Part IVc, and that the rated officer has seen the completed OER, Parts I-VII. This action increases administrative

accuracy of the OER since the rated officer is most familiar with and interested in this information. Confirmation of the administrative data also will normally preclude an appeal by the rated officer based on inaccurate administrative data, which by the exercise of due diligence by the rated officer would have been corrected.

(4) If the rated officer is unavailable, unable, or fails to sign the DA Form 67-9 for any reason, the senior rater will either resolve the problem or explain why in DA Form 67-9, Part VIIc. The report will not be delayed because it lacks the rated officer's signature. However, if the report is adverse or contains derogatory information concerning the rated officer and the rated officer has not signed the report, the report must be referred to the rated officer.

(5) Each rating official signs and dates the report before sending it to the next rating official or HQDA. Their signatures verify all entries on the form at the time of their respective signatures. The date entered will not be prior to the "Thru" date or the date of any preceding rating official's signature.

(6) The senior rater will also provide their complete unit mailing address, duty telephone number, and electronic mail address as indicated.

(7) To facilitate the rated officer signing the OER after its completion and signature by the rating officials, the OER may be signed and dated by each individual in the rating chain up to 14 days prior to the "thru" date of the report. The following rules apply:

(a) The senior rater's signature and date cannot be prior to that of the rater's or intermediate rater's.

(b) The rated officer may not sign or date the report prior to the rater, intermediate rater, or senior rater.

(c) As a reminder, senior raters must take into account the senior rater profile restarts prior to dating the OER. A report with a senior rater signature date prior to the effective date of the restart will process and profile against the "old" profile regardless of the actual "thru" date of the OER.

(8) After the report has been completed, the PSB/administrative office will ensure that rating officials have signed the report, and advise the appropriate rating officials of any discrepancies noted before further processing.

3-18. Part III, Duty Description

a. Part III provides for the duty description of the rated officer. It is the responsibility of the rating officials to ensure duty description information is factually correct. The duty description:

(1) Is entered in Part III by the rater and is based on the rated officer's entries on DA Form 67-9-1, if appropriate.

(2) Is an outline of the normal requirements of a specific duty position.

(3) Should show type of work required rather than frequently changing tasks.

b. The duty description portion is intended to provide users of the OER (selection boards, personnel officers, etc.) a succinct description of the rated officer's primary responsibilities and the type of position the officer holds.

c. Detailed Instructions.

(1) Enter in Part IIIa and b the principal duty title and AOC/MOS to identify the rated officer's position. This information will directly reflect the duty title found on the DA Form 4037 (Officer Record Brief) (ORB). Part IIIb will contain, as a minimum, the first five characters of the position requirements code; seven characters if an additional skill identifier (ASI) is needed; or nine characters if a language identification is required.

(2) Part IIIc. The significant duties and responsibilities section will be a succinct narrative, written in prose (not bullet) format. The rater will describe in detail the rated officer's duties and responsibilities. The narrative should be reflective of the duty description on the officer's OER support form. Key elements include: number of personnel supervised, amount of resources under one's control, and scope of responsibilities. Descriptions must be clear and concise and must emphasize specific functions required of the rated officer. The rater should also note conditions peculiar to the assignment. For example, active component officers who are assigned to full-time support duties with reserve component units or reserve component